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AUTHOR Krannich, Caryl Rae; Krannich, Ronald L.
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ABSTRACT

This book guides job seekers in using communication approaches that will generate useful information, advice, and referrals that lead to job interviews and offers. The book provides guidance on how to do the following: organize effective job networks; prospect for job leads; write networking letters; make cold calls; join electronic networks; conduct informational interviews; follow up referrals; and get job interviews and offers. It explores the hidden job market of advice, referrals, and word-of-mouth job leads that help people find jobs; it examines job search myths and presents employment predictions. It also looks at the use of telephones and faxes, explores the new world of electronic networking and outlines useful job search resources. The 10 chapters of the guide cover the following topics: (1) today's best kept secret to job success; (2) finding jobs and advancing careers in the decade ahead; (3) networks, networking, and your job search; (4) myths, abuses, and misuses of networks; (5) identifying and building your networks; (6) developing job leads and getting job interviews; (7) maintaining and expanding your network; (8) organizations as networking resources; (9) new electronic networking; and (10) resources for successful job networking. A bibliography contains 143 resources on the following topics: job search strategies and tactics; skills identification, testing, and self-assessment; research on cities, fields, and organizations; relocation decisions; resumes and letters; networking; dress, image, etiquette; interviews and salary negotiations; government and nonprofit careers; international and overseas jobs; military; minorities and disabled; and computer software and CD-ROM programs. (KC)

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